

Candidate Information

Position:	Research Assistant (part time 0.4 FTE)
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	25/112982
Closing Date:	Monday 1 December 2025
Salary:	£35,136 - £38,013 per annum (to be pro rata based on 0.4 FTE)
Anticipated Interview Date:	Wednesday 17 December 2025
Duration:	2 years

JOB PURPOSE:

This is an exciting opportunity for a motivated and creative individual to join the research team working on the Wellcome-funded project "Understanding causes and impacts of financial toxicity among cancer patients, survivors, and their families in the United Kingdom (GIFT)."

The postholder will provide research support across several components of the project, including participant recruitment and follow-up for a cohort study, data management and analysis for survey data, and assistance with qualitative research activities. The successful candidate will contribute to data collection, analysis, and dissemination, gaining valuable experience in applied health research and in working with patients, families, and healthcare stakeholders.

MAJOR DUTIES:

1. Support recruitment and follow-up of participants in the cohort study, including managing contact lists, distributing questionnaires, and monitoring response rates. Facilitate payment of participant compensation, including verifying responses, ordering gift cards, and distributing securely. Maintain accurate payment and tracking records.
2. Manage study data, including data entry, checking, cleaning, and preparation for analysis.
3. Assist with quantitative data analysis under the guidance of senior researchers.
4. Support the organisation and documentation of qualitative interviews or focus groups (e.g. note-taking, transcription coordination).
5. Assist in preparing project reports, research papers, and dissemination materials including preparation of digital content, infographics, newsletters, and other communication materials.
6. Liaise with participants, research collaborators, and administrative teams to support smooth project delivery.
7. Contribute to dissemination and engagement activities (e.g. website updates, short summaries of findings).
8. Carry out routine administrative and organisational tasks associated with the research project.
9. Undertake any other duties as required by the Principal Investigator that contribute to the success of the project.
10. Maintain a project website/blog and relevant social media channels. Regularly update the website and social media with project outputs, activities, and relevant external news in the field of financial toxicity and cancer.
11. Contribute to planning and delivery of engagement events and workshops with stakeholders.
12. Any other reasonable duties as required.

ESSENTIAL CRITERIA:

1. A primary degree in a relevant field (e.g. public health, communication, social sciences, health sciences, or related discipline).
2. Experience conducting or supporting research in an academic or health-related setting.
3. Experience with data management or analysis (including the use of data analysis software such as SPSS, Stata, NVivo, or similar).
4. Experience working collaboratively within a multidisciplinary research team.
5. Excellent IT skills, including use of Microsoft Office Suite and online survey tools (e.g. Qualtrics, Lime Survey).
6. Understanding of digital engagement, accessibility, and responsible communication of research.
7. Strong organisational skills, including time management and ability to manage participant follow-up schedules.

8. Ability to explain complex ideas in simple, accessible language.
9. Excellent written and verbal communication skills, with the ability to present to a range of audiences.
10. Demonstrated motivation to work in the field of cancer research, with a commitment to improving outcomes and experiences for patients and survivors.
11. Ability to work as part of a team and independently with minimal supervision.
12. Ability to use initiative and judgement to resolve routine issues.
13. High attention to detail, accuracy, and reliability.
14. Commitment to equality, diversity, and inclusion in research and communication.
15. Excellent interpersonal skills.
16. Ability to maintain confidentiality when working with participant data.

DESIRABLE CRITERIA:

1. Postgraduate qualification (Masters or PhD) in a relevant field.
2. Training or certification in research methods, statistics, communication, or science engagement.
3. Experience recruiting and/or following up with research participants.
4. Experience engaging with patients, carers, or community groups.
5. Experience contributing to research dissemination for diverse audiences.
6. Experience managing websites and/or social media platforms.